

NOTICE  
No. 5-63

17 July 1963


**SUBJECT :** Competitive Rankings for Promotions  
**REFERENCE :** OTR Regulation 20-5, "Promotion Recommendations"  
**RESCISSION:** OTR Notice No. 25-61 dated 28 December 1961

1. Members of the Training Career Service will be ranked for promotion purposes annually, in accordance with the following schedule:

<u>Grade Levels</u>	<u>Months</u>	<u>Ranked By</u>
GS-14	Sep	Career Board
GS-13	Nov	Career Board
GS-12	Feb	Career Board
GS-11	Mar	Promotion Panel (Board approval in Apr)
GS-09 & 10	May	Promotion Panel (Board approval in Jun)

2. Competitive rankings will be made at the regularly scheduled promotion meetings. Specific promotion recommendations will be considered by the Board or Panel during the appropriate ranking meeting. Promotion actions may be approved at this time or may be deferred at the discretion of the Director of Training. Board and Panel members are expected to review the personnel records in the OTR Personnel Branch prior to these meetings. Promotion recommendations for grades GS-08 and below will continue to be considered monthly in accordance with procedures outlined in reference regulation.

3. The Chairman of the Training Career Board has agreed, on a trial basis, to permit supervisors to prepare promotion recommendations as a narrative provided that the narrative includes the six points outlined in paragraph 3B of the referenced OTR regulation. Recommendations prepared in this manner will be reviewed by the Promotion Panel or the Career Board to insure that all information is included. Recommendations that do not adequately cover the six points will be returned to the supervisor to be rewritten.

  
MATTHEW BAIRD  
Director of Training

25X1A

Distribution: